

# COVID-19 Vaccine Ordering Website User Manual

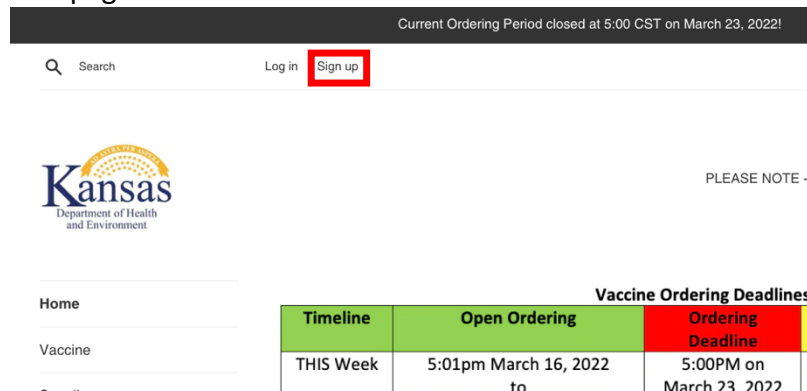
## General Information

1. The new website URL will be emailed to enrolled providers at 5:00pm CST on March 16, 2022.
2. DO NOT share the URL outside of your organization.
3. Questions about using this new ordering website can be sent to [kdhe.vaccine@ks.gov](mailto:kdhe.vaccine@ks.gov).
4. On this website vaccine should be ordered in **VIALS – NOT DOSES**.

## Creating an Account

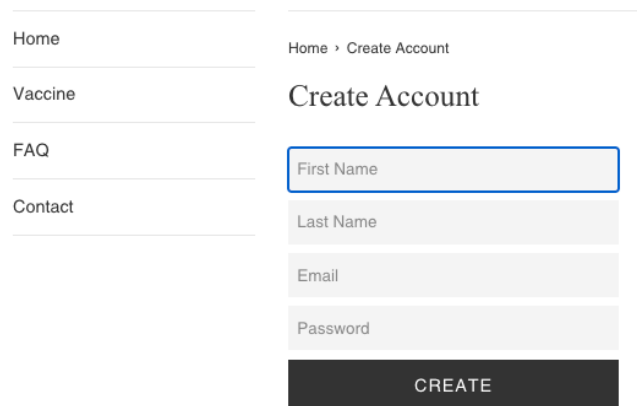
\*\*\*\*ONLY follow the Create an Account instructions on your first visit\*\*\*\*

1. Once you receive the website URL, you will be able to create a user account by clicking on the “Sign up” link at the top of the page. *See red box below.*



Vaccine Ordering Deadlines		
Timeline	Open Ordering	Ordering Deadline
THIS Week	5:01pm March 16, 2022 to	5:00PM on March 23, 2022

2. Once you click on the “Sign up” button, a new page will appear (*see below*). Complete the fields on this new page. Please note, you should use the email address where you received the link to the website as this is the email address KDHE has on file for you. Once all fields have been completed, click the black “CREATE” button.



Home › Create Account

### Create Account

First Name

Last Name

Email

Password

CREATE

3. Once you click “CREATE” you will automatically be logged into the site. Remember the email address and password you used for logging in to place future orders.

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## Placing a Vaccine Order *Adding Items to Your Cart*

1. To place a vaccine order you must first:
  - a. Create an account (first time visitors only – see above instructions)
  - b. Log in to your account
2. To Log in to your account, visit the website URL provided to you from KDHE via email. At the top of the page, click the “Log in” link, then enter your email address and password.
  - a. If you don’t remember your password, click the “Forgot your password?” link on the Log in page. Follow the instructions. An email will be sent to your email address, if you don’t see the email in your inbox, check your junk/spam filter.
3. Once you are logged in, you will be able to use the navigation menu on the left side of the page to click the “Vaccine” link. *See red box below.*



Home

Vaccine

FAQ

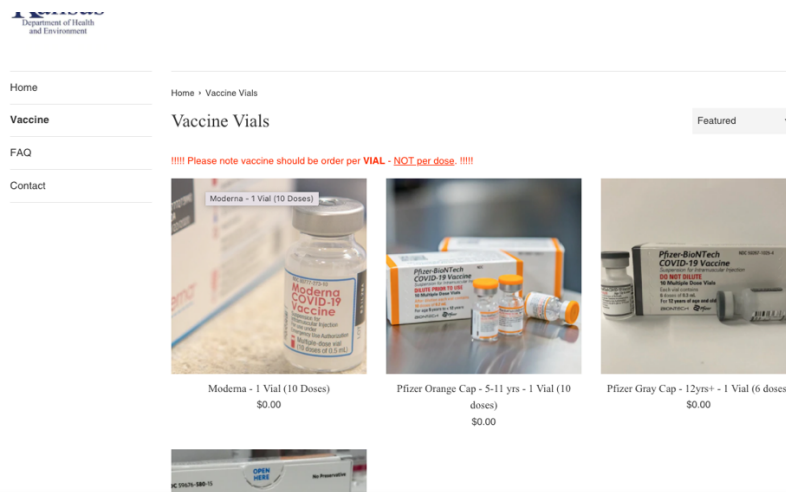
Contact

Time

THIS V

NEXT V

4. On the Vaccine page (*see below*), click on the vaccine type you need to order.



The screenshot shows the 'Vaccine Vials' page. On the left is a navigation menu with links: Home, Vaccine, FAQ, and Contact. The 'Vaccine' link is highlighted. The main content area has a header 'Home > Vaccine Vials' and 'Vaccine Vials'. Below this is a warning: '!!!! Please note vaccine should be order per VIAL - NOT per dose. !!!!'. There are three product listings, each with an image and a price of \$0.00:

- Moderna - 1 Vial (10 Doses)**: Image shows a vial of Moderna COVID-19 vaccine.
- Pfizer Orange Cap - 5-11 yrs - 1 Vial (10 doses)**: Image shows boxes and vials of Pfizer BioNTech COVID-19 vaccine.
- Pfizer Gray Cap - 12yrs+ - 1 Vial (6 doses)**: Image shows boxes and vials of Pfizer BioNTech COVID-19 vaccine.


At the bottom, there is a small image of a vaccine storage freezer.

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5. Once you have clicked the vaccine you need to order, the vaccine's page will appear (*see below*). On this page you should:
  - a. Calculate the number of vial(s) of this vaccine you need. **Order vaccine by VIALS, NOT DOSES.**
  - b. Enter the number of vials you need into the "Number of VIALS" field. You can do this by typing in the number OR use the up/down arrows that appear when you mouse over the grey box. *See red box below.*
  - c. Vaccine supplies will NOT be automatically shipped. You will need to select which supplies you want for this vaccine by checking the box to the left of the supply photo. Then type of OR use the plus button to increase the number of supplies you need. Please note, supplies are individual items, not groups per vial.
  - d. Once you have entered the quantity of vaccine vials AND supplies needed, click the black "ADD TO CART" button at the bottom.

[Home](#)  
[Vaccine](#)  
[FAQ](#)  
[Contact](#)


Home > Vaccine Vials > Pfizer Orange Cap - 5-11 yrs - 1 Vial (10 doses)





Pfizer Orange Cap - 5-11 yrs - 1 Vial (10 doses)  
\$0.00


Number of VIALS


To add supplies to your order for this vaccine -  
Check box on left & add quantity you would like to order


☒  Alcohol Wipes  
\$0.00 USD  
- 1 +


☒  Administration Needle & Syringe (22-25 Gauge by 1" or 1.5")  
\$0.00 USD  
- 1 +

☒  Mixing Syringe & Needle  
\$0.00 USD  
- 1 +

☐  CDC COVID-19 Vaccine Card  
\$0.00 USD  
- 1 +

☐  Needle Gauge Chart  
\$0.00 USD  
- 1 +

☐  Face Shield  
\$0.00 USD  
- 1 +

☐  Face Mask  
\$0.00 USD  
- 1 +

ADD TO CART

6. If you need, to order additional vaccine types, use the navigation menu at the left to select all other vaccines you need and follow the above steps to add the vaccine and supplies to your cart.

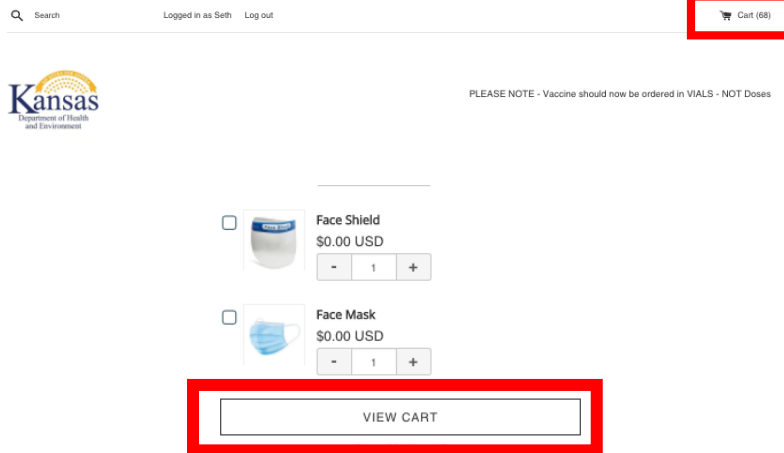
\*\*\*\*Please note, supply orders submitted without vaccine will not be processed. If you have a need for supplies only, please reach out to [kdhe.vaccine@ks.gov](mailto:kdhe.vaccine@ks.gov). \*\*\*\*

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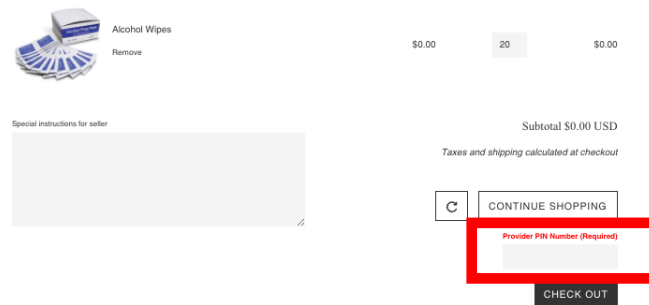
## Placing a Vaccine Order

### Checking Out

- Once all items needed have been added to your card, click the shopping cart icon in the upper right corner or click any link/button on your current page that reads “VIEW CART”. *See red boxes below.*



- Once on the cart page, you can review the products you have ordered and their quantities. Please note, supply quantities will be a total from all of the vaccine pages you ordered. Once you have confirmed you have the correct items and quantities, scroll to the bottom of the page. Enter your “Provider PIN Number” in the field (see red box below) and click the black “CHECK OUT” button.



- On the Check Out page, fill in the shipping address and information requested on this page. Once all required fields are completed, click the blue “Continue to shipping” button at the bottom of the page. *See below for example of the page.*

Shipping address

Use a new address

First name Last name

Provider PIN and Full Agency Name

Address

Apartment, suite, etc. (optional)

City

Country/region United States State Colorado ZIP code

Phone

Continue to shipping Return to cart

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4. The next page will show shipping methods. There is only one option – KDHE Selected Shipping Methods. On this page there are no options for you to select, simply click the blue “Continue to payment” button. *See below for example of the page.*

Ship to

KDHE, 1000 Southwest Jackson Street, Topeka KS 66612, United States

Change

Shipping method

KDHE Selected Shipping Methods

Free

Continue to payment

Return to information

5. On the payment page, you should review all products and ship to address information for accuracy. If everything is correct, click the blue “Complete order” button at the bottom. *See below for example of the page.*

## KDHE COVID-19 Vaccine Ordering

[Cart](#) > [Information](#) > [Shipping](#) > [Payment](#)

Contact

Change

Ship to

KDHE, 1000 Southwest Jackson Street, Topeka KS 66612, United States

Change

Method

KDHE Selected Shipping Methods - Free

### Payment

Your order is free. No payment is required.

### Billing address

Select the address that matches your card or payment method.

☒ Same as shipping address

☐ Use a different billing address

Complete order

Return to shipping

1

Pfizer Orange Cap - 5-11 yrs - 1 Vial (10 doses)

Free

1

Needle Gauge Chart

Free

50

CDC COVID-19 Vaccine Card

Free

1

Mixing Syringe & Needle

Free

50

Administration Needle & Syringe (22-25 Gauge by 1" or 1.5")

Free

50

Alcohol Wipes

Free

Discount code

Apply

Subtotal

\$0.00

Shipping

Free

Total

USD **\$0.00**

6. Before closing your browser, ensure you are taken to an order confirmation page. *See below for example of the page.*

\*\*\*At this point, your order has been placed. Next, you will receive an order confirmation email and subsequent shipping emails when your items have shipped. The shipping emails will include a tracking number for supplies and your delivery date for vaccine. Please check your spam/junk email filter.\*\*\*